

REQUIREMENTS FOR AN OUTDOOR EVENT PERMIT

1) A **Special Administrative Permit (SAP)** from the Bureau of Planning (BOP) is required by the City of Atlanta Zoning Ordinance for outdoor amusement enterprises, exhibits, entertainments, meetings, displays or sales areas or outdoor areas for religious ceremonies of less than 90 days duration located on private property. Please provide the following information:

- A) Six (6) copies of a site plan, drawn to scale
- B) Summary description of proposed event
- C) Certification from property owner authorizing request for SAP

Additional information may be required; please call BOP for details at 404-817-6787. Please note that the SAP review may take from 1 to 30 days and require payment of a fee of \$100 or \$250. When the event is approved five (5) stamped copies of the plans will be returned to the applicant along with the SAP.

2) An **Outdoor Festival Permit** is required for events in city parks or on public right-of-way. Please contact the Special Events Office at 404-817-6787 for further information. An SAP will not be required for events in city parks; however, all other requirements as listed below must be met. Events in the public right-of-way are not permitted by the Bureau of Buildings.

3) Provide **certificate of insurance**, showing liability insurance coverage for proposed event.

4) Approval for **sanitary facilities** (toilets, food service, drinking water, solid waste) from the Fulton County Health Department; please call 404-730-1316 for details. Furnish either:

- A) Copies of appropriate permits or
- B) Letter of approval

** Contact DeKalb County Health Department at 404-508-7900 for events in Dekalb.*

5) Approval from the **Fire Department**

- A) A separate Fire Department Tent Permit is required for events using tents; the fee is currently \$55.
- B) Provide flame retardancy certificates for all tents
- C) Submit three (3) copies of the plans previously stamped by BOP for review by the Fire Department. Seating plans or other information may be required; please call the Fire Department for details at 404-330-6150 mornings or 404-853-7076 afternoons.
- D) When approved, two (2) stamped copies (previously stamped by BOP) will be returned to the applicant.

6) A separate **Electrical Permit** is required for any tent or event with lighting or other electrical service. Electrical Permits may be secured by licensed electricians only; please call the Electrical Division at 404-330-6180 for details.

7) Approval from the **Bureau of Buildings (BOB)**

- A) All remaining plans (four (4) copies) and documents will be reviewed by BOB
- B) Additional plans may be required as necessary for site work, bleachers, temporary buildings or other structures, etc.
- C) BOB will issue a Building Permit authorizing the event and all associated work; the fee is currently \$40.